



Welcome to Report My Changes! As part of getting benefits, you may need to tell your worker if you have changes in your household, your income and/or your bills. This tool will help you report those changes.

For most changes, you'll need to mail, fax or bring proof to your worker within 10 days of when your worker asks for it. Without this proof, your changes cannot be made and your benefits may end. [Click here](#) to read more about the kinds of proof you may need to give to your worker.

**Report My Changes may only be used to report changes for FoodShare, Healthcare, Caretaker Supplement or Child Care programs. Participants in other programs, including Wisconsin Works (W-2), must report changes directly to the agency.**

To make changes to your email choices, [click here](#) to go to the Manage My Email page.

## Reporting Changes Through ACCESS

Based on the benefits you are getting, you must tell your worker if your household's total gross monthly household income:

- goes over \$1731.67.

By gross monthly household income, we mean all of the money that the people in your home get each month before taxes or anything else is taken out. If this happens, you must report these changes within 10 days after it happens.

Keep in mind that if the number of people in your home has gone up or down, this limit will change. [Click here](#) to read more if you've had a change in the number of people in your home.

If your household's income has gone above the limit shown above, click the boxes below to tell us about your income change. If there are other types of changes you must report, we've listed them below.

Please check the boxes for all of the changes that you want to report through ACCESS.

Based on the benefits you are getting, here are the changes you **must** report:

- |  |  |
|--|--|
| <input type="checkbox"/> Your address or phone number has changed                                      | <input type="checkbox"/> Someone moved into your home  |
| <input type="checkbox"/> Someone moved out of your home  | <input type="checkbox"/> Someone became pregnant   |
| <input type="checkbox"/> Someone's pregnancy ended   | <input type="checkbox"/> Someone got married. Make sure you report any changes to marital relationships, including marriages between spouses of the same gender. |
| <input type="checkbox"/> Someone got divorced  | <input type="checkbox"/> Someone had a change in a job, in-kind job, or self-employment  |
| <input type="checkbox"/> Someone had a change in type of income other than a job or self-employment    | <input type="checkbox"/> Someone in your home died   |
| <input type="checkbox"/> Someone had a change in expected tax filing status                            | <input type="checkbox"/> Someone had a change in tax dependents  |
| <input type="checkbox"/> Someone has grants, scholarships or other financial aid for a new school term | <input type="checkbox"/> Someone no longer has a tax deduction   |

Here are the changes you **may** report, but you don't have to report:

- |   |   |
|---|---|
| <input type="checkbox"/> Someone became disabled, blind, or unable to work because of illness or injury | <input type="checkbox"/> Someone's housing or utility bills changed |
| <input type="checkbox"/> Someone had a change in tax deductions   |   |

Keep in mind that you should only report changes that have already happened or are going to happen within the next 30 days. If you have a change that will happen after Sunday June 24, 2018, you should wait to report the change.

## Reporting Other Changes

Some changes cannot be reported through ACCESS at this time. To report one of the changes listed below, call your worker or your local agency at 1-888-947-6583. If any of events listed below have happened to someone who has moved into your home, you will need to let your local agency know.

You **must** tell us if:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Someone had a change in his or her health insurance coverage</li> </ul>                    | <ul style="list-style-type: none"> <li>• There is a change in your Wisconsin Shares Child Care needs.</li> </ul> |
| <ul style="list-style-type: none"> <li>• If your child has not attended the child care provider for 20 consecutive days.</li> </ul> |  |

Here are the changes you **may**, but do not have to, report:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Someone's dependent care bills changed</li> </ul>  | <ul style="list-style-type: none"> <li>• Someone had a change in the child support payments that he or she makes</li> </ul>                       |
| <ul style="list-style-type: none"> <li>• Someone who is 60 or older, blind or disabled had a change in medical bills or health insurance payments.</li> </ul> | <ul style="list-style-type: none"> <li>• Someone had a change in a marital relationship, including between spouses of the same gender.</li> </ul> |